

**Z Number** \_\_\_\_\_**ESA-EPE Worker LIR Responsibilities**\_\_\_\_\_ **Name****Date** \_\_\_\_\_\_\_\_\_\_ **Signature**

<b>LIR</b>	<b>Title</b>	<b>Description</b>	<b>Worker Responsibilities</b>
201-00-04	Incident Reporting Process	Every worker has the responsibility to report an incident so the proper response can be initiated.	<ul style="list-style-type: none"><li>- report incidents so that the proper response can be initiated.</li><li>- if properly trained and equipped, provide reasonable assistance.</li><li>- report non-emergency incidents to the Facility Manager.</li></ul>
230-03-01	Facility Management Work Control	All FMU #70 facility-related work will follow the work control process.	<ul style="list-style-type: none"><li>- identify need for facility work.</li><li>- submit work requests to the facility coordinator describing the work to be performed</li><li>- include any known site or task hazards.</li></ul>
250-02-01	Occupying or Vacating Work Space	All workers vacating or occupying space have the responsibility to ensure that their area is free from hazardous materials, radioactive materials, etc..	ensure space being vacated or occupied is free from hazardous chemicals and materials, radioactive materials or contamination, classified materials, property numbered items, excess materials and equipment, waste and trash, that facility keys have been returned or issued, and that the condition of facility owned equipment is acceptable to the person's immediate manager. Complete form 1669, Workspace Inspection
250-02-01	Facility-Tenant Agreements	Facility Tenant Agreements are the joint responsibility of the facility managers and the tenant managers.	perform activities with the tenant's physical area of ownership, according to all approved work activity documents, applicable laws, contract agreements, Laboratory standards, and the facility-tenant agreements.
280-02-01	Facility Management Program	Program applies to all LANL facilities and personnel working in or visiting the facilities.	ensure that operations and activities are performed safely and in accordance with the established operating limits and the FM/Tenant agreement.
300-00-01	Safe Work Practices	All workers are responsible for integrating safe work practices into their work activities.	<ul style="list-style-type: none"><li>- define the components of and the processes associated with the work in sufficient detail to enable hazards to be identified and adequately controlled;</li><li>- identify and evaluate the hazards associated with the work, as necessary, to ensure that the controls are adequate to perform the work safely;</li><li>- define, establish, and maintain, as assigned, a hazard-control system that effectively mitigates the hazards associated with the work and meets institutional and facility requirements;</li><li>- determine that the work has been authorized before proceeding with it;</li><li>- acquire the knowledge and skills needed to perform the work safely;</li><li>- obtain and maintain authorization to perform the work;</li><li>- understand and follow all operational requirements and restrictions related to the work;</li><li>- perform the work safely;</li><li>- improve the safety of the work by reviewing the work, commensurate with the level of risk, and incorporating lessons learned; and</li><li>- use an appropriate change-control process to document and communicate changes made in the hazard-control system.</li></ul>
300-00-02	Documentation	Specifies the content requirements of	<ul style="list-style-type: none"><li>- prepare hazard control plans</li></ul>

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	Restart	authority to stop work that is hazardous.	<ul style="list-style-type: none"> <li>- notify the immediate supervisor or group leader</li> <li>- remain in the area until a responder arrives</li> </ul>
402-10-01	Hazard Analysis and Control for Facility Work	Workers performing facility related work are responsible for identifying site and tasks hazards associated with a job, including mitigation factors.	<ul style="list-style-type: none"> <li>- originator of a work request must inform authorized persons of any known site hazards, or any conditions that could increase the hazards of the task.</li> <li>- workers on a work request: become familiar with the site hazards and controls, become familiar with the task hazards and controls, review the AHA, participate in walkdowns and pre-job briefings; assist in the identification of known hazards.</li> </ul>
402-100-01	Signs, Labels, and Tags	It is the responsibility of every worker to follow directions and warnings provided on Laboratory signs, labels, and tags.	<ul style="list-style-type: none"> <li>- ensure that appropriate signs, labels, and tags required for your work/activities are posted and used</li> <li>- ensure that improper, damaged, or deteriorated signs, labels, and tags are replaced when they are no longer usable</li> <li>- ensure that the directions and warnings on signs, labels, and tags are followed.</li> </ul>
402-400-01	Lasers	It is the responsibility of laser workers to be qualified to work with lasers and ensure personnel exposure to laser hazards are minimized.	<ul style="list-style-type: none"> <li>- energize or perform work only if authorized to do so by line manager;</li> <li>- ensure that the requirements are adhered to during laser operations;</li> <li>- ensure that all personnel working with or near them adhere to the requirements;</li> <li>- comply with the prescribed safety requirements;</li> <li>- provide information concerning laser operation for hazard evaluation and oversight;</li> <li>- ensure that the forms, approvals for operations, etc., are prepared</li> <li>- immediately report laser accidents, near-accidents, or unusual occurrences to line supervisors, to ensure that the deficiencies are identified and corrective measures are initiated; and</li> <li>- maintain or provide the records for oversight purposes.</li> </ul>
402-580-01	Cryogenic Fluids and Cryogenics	Cryogenic fluids must be controlled through operational evaluations and hazard control measures to ensure safety of personnel.	be trained in the following areas: hazards of the particular cryogen, hazard control measures, SOPs, SWPs, and MSDSs, location of appropriate controlled document stations, accident and incident reporting procedures, and emergency response procedures
402-600-01	Electrical Safety	Only qualified electrical workers may work on energized systems.	only qualified electrical workers who have been authorized by line management to perform work on electrical systems are permitted to conduct such work.
402-870-01	Ergonomics	Prevent work-related musculoskeletal disorders	mitigate or eliminate ergonomic risk factors
402-1110-01	Forklifts and Powered Industrial Trucks	Only properly qualified and licensed personnel can operate forklifts and powered industrial trucks.	<ul style="list-style-type: none"> <li>- operate only equipment that they are licensed and authorized to operate.</li> <li>- perform preoperational inspections before each shift that the vehicle is used and document the inspections with form 1568.</li> <li>- operate equipment safely and within manufacturer's guidelines.</li> <li>- report all accidents involving personnel, building structures, and equipment to the supervisor.</li> <li>- do not make any additions or modifications to the truck that would change the vehicle's lift capacity without the manufacturer's approval.</li> <li>- do not block access to fire aisles, stairways, and fire equipment.</li> </ul>

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			truck. - determine the hazard classification of any particular atmosphere or location according to ANSI/NFPA 505. Note: operators must assess potential hazards before engaging in any material-handling activities.
402-701-01	Radiological Access Control	Workers are responsible for following instructions on radiological postings and other radiological work control documents.	follow appropriate SOPs, RWPs, or work instructions.
402-702-01	ALARA	Every worker has the responsibility of keeping their radiation dose As Low As Reasonably Achievable.	every worker has the responsibility of keeping their radiation dose As Low As Reasonably Achievable.
402-704-01	Contamination Control	Radiological workers are responsible for minimizing the spread of radioactive contamination in work areas, on themselves, or to their fellow workers	- review and understand the radiological conditions and associated hazards in the work area. - review and understand the contamination control program for the area. - notify supervisor of any changes in process or loss of control of radioactive material that might affect the contamination control program in the work area. - contact an RCT to survey materials and equipment before releasing them from a radiological controlled area. - provide knowledge-of-process information to ESH-1 personnel. - receive training and qualification as a radiological worker I or II.
402-706-01	Personnel Dosimetry	Radiological workers are responsible for participating in assigned radiological dosimetry programs and notifying line management of applicable changes in the workplace that could effect dosimetry.	- participate in dosimetry programs, including time exchange of dosimeters and bioassay sample kits; - notify line management of changes in work assignment or process hazards that could lead to modified dosimetry requirements; - complete and submit the health physics checklist; - know current radiation dose limits and current radiation dose; and - notify supervisor upon approaching radiation dose limits.
402-710-01	Radiological Personal Protective Equipment	Radiological workers are responsible to wear the appropriate personal protective equipment, as specified	wear the appropriate personal protective equipment specified in RWPs, SOPs, and other working planning documents.
402-712-01	Radiological Posting	Radiological workers are responsible for following all radiological postings and communicating workplace changes to ESH-1.	- read, understand, and obey all posting. - report illegible posting to ESH-1. - communicate any operational changes to ESH-1.
402-713-01	Radiation Hazard Communication	Individuals shall be given instruction in radiation protection commensurate with the job	- notify supervisor of newly identified hazards. - complete the assigned training.

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		appropriate.	<ul style="list-style-type: none"> <li>- remain aware of monitoring activities and follow specified, required actions determined by monitoring data, including facility-specific emergency response to alarms.</li> <li>- do not disturb monitoring systems unless appropriately trained, qualified, and authorized by ESH-1.</li> </ul>
402-720-01	Work Planning	Radiological workers are responsible for following appropriate radiological work control documents.	<p>As originator:</p> <ul style="list-style-type: none"> <li>- with ESH-1, determine the need for an RWP.</li> <li>- initiate RWP</li> <li>- describe the requested work and identify potential hazards.</li> </ul> <p>As radiological worker:</p> <ul style="list-style-type: none"> <li>- obtain approval to perform work</li> <li>- review and understand the the RWP or SOP.</li> <li>- identify safety issues not covered in the RWP or SOP</li> <li>- comply with all work instructions and radiation protection measures</li> <li>- sign RWP pre-job briefing acknowledgment log.</li> </ul>
403-00-01	Emergency Management	It is the responsibility of workers to report emergency situations.	<ul style="list-style-type: none"> <li>- report situations in accordance with the LIR 201-00-04</li> <li>- personnel reporting an emergency or incident <ul style="list-style-type: none"> <li>* pull an alarm box for fire or smoke and follow up with a 911 or 7-6211 call</li> <li>* call 911 to report a suspicious package or possible explosive device, Do Not Use a Fire Pull Station</li> <li>* for all other emergencies or incidents call 911, EM&amp;R at 7-6211, or the proper Facility Manager.</li> </ul> </li> <li>- if unsure if the incident is an emergency or unable to determine the proper Facility Manager, call EM&amp;R (7-6211) and notify the immediate supervisor</li> <li>- take the incident-specific actions required by training received</li> </ul>
404-00-01.	Waste Acceptance, Characterization, and Certification Program	All waste generated by LANL will be appropriately treated, stored, and disposed of in accordance with all regulations	<p>waste generators shall</p> <ul style="list-style-type: none"> <li>- segregate TRU, LLW, mixed, hazardous, and nonhazardous waste streams</li> <li>- provide accurate waste characterization information, volume, and other waste information on the required forms</li> <li>- ensure that waste is packaged, marked, labeled, and managed in accordance with appropriate regulations</li> <li>- comply with the WAC for the Laboratory's TSDFs.</li> </ul>
404-00-03.	Hazardous and Mixed Waste Requirements for Generators	Personnel generating hazardous and mixed waste are responsible for characterizing and storing the waste to protect human health, the environment, and to comply with federal and state regulations	<p>generators of hazardous or mixed waste must</p> <ul style="list-style-type: none"> <li>- comply with the NMHWA, the New Mexico Administrative Code (20 NMAC 4.1 as amended), and 40 CFR 262, "Standards Applicable to Generators of Hazardous Waste."</li> <li>- must receive appropriate waste generator training and follow waste management policies and procedures</li> </ul>
405-10-01	Packaging and	All Laboratory packaging and	define the characteristics and properties of the materials to be packaged and/or transported in

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			<ul style="list-style-type: none"><li>- demonstrate, understand, and follow all P&amp;T requirements and restrictions</li><li>- identify opportunities for improvement and lessons learned; and</li><li>- use a change control process approved by management to document and communicate changes made to P&amp;T procedures</li></ul>